

HMAS Sydney II Memorial Advisory Committee

Meeting Agenda

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	3/2018									
Meeting Date	Monday 7 May 2018											
Meeting Time	4.00pm to 5.00pm											
Venue	City of Greater Geraldton Civic Centre, Committee Meeting Room											
Attendees	Cr Michael Reymond Cr Natasha Colliver Cr Lewis Freer Cr Graeme Bylund Don Rolston Spike Jones Trevor Ralph Stephen Butler Trevor Beaver Ross McKim Chris Lee Ebony Enright	Chairperson Councillor Councillor Councillor Warden Naval Association Voluntary Guides RSL Rotary CEO, City Director, City Support Staff, City	<table border="1"> <tr> <td>By Invitation</td> <td>Kaylla Broad Ian Heberle David I'anson Dylan James Maya Engstrom</td> <td>Rotary RSL Voluntary Guides Manager, City Support Staff, City</td> </tr> <tr> <td>Apologies</td> <td>Ian Holthouse David Emery</td> <td>Naval Association Manager, City</td> </tr> <tr> <td>Distribution</td> <td colspan="2">ALL</td> </tr> </table>	By Invitation	Kaylla Broad Ian Heberle David I'anson Dylan James Maya Engstrom	Rotary RSL Voluntary Guides Manager, City Support Staff, City	Apologies	Ian Holthouse David Emery	Naval Association Manager, City	Distribution	ALL	
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1. WELCOME & APOLOGIES

2. MINUTES OF PREVIOUS MEETING

Acceptance of previous minutes

3. REVIEW AND UPDATE ACTION REGISTER

4. CORRESPONDENCE

4.1. Incoming Correspondence

4.2. Outgoing Correspondence

5. MEMORIAL COMMUNITY MANAGEMENT, MARKETING & PLANNING (ToR Item D)

5.1. Public Facilities Status Update – *Chris Lee*

6. GENERAL BUSINESS

6.1. The Stele – Report and Maintenance Update – *Chris Lee*

6.2. Use of the HMAS Sydney II Memorial image – *Chris Lee / Cr Reymond*

6.3. Seek support for correction of name on memorial – *Cr Reymond*

6.4. Wardens Report – *Don Rolston*

6.5. Rotary Report – *Trevor Beaver*

6.6. RSL Report – *Stephen Butler*

6.7. Voluntary Tour Guides Report – *Trevor Ralph*

6.8. Naval Association Report – *Spike Jones*

HMAS Sydney II Memorial Advisory Committee Meeting Agenda

7. NEW BUSINESS

8. DATE OF NEXT MEETING

Early July to commence nomination process for Warden and Sub Warden.

9. CLOSE

HMAS Sydney II Memorial Advisory Committee Meeting Minutes

Meeting Date	Monday 12 February 2018	Meeting Time	4.00pm
Venue	Committee Meeting Room City of Greater Geraldton Civic Centre	TRIM Ref:	D-18-012279
Attendees	Cr Michael Reymond (Chairperson) Cr Natasha Colliver Cr Lewis Freer Don Rolston, Warden Spike Jones, Naval Association Trevor Ralph, Voluntary Guides Stephen Butler, RSL Trevor Beaver, Geraldton Rotary Ross McKim, City, Chief Executive Officer Chris Lee, City, Director Infrastructure Services David Emery, City, Manager Sport & Leisure Maya Engstrom, City, Minutes	By Invitation	Mayor Van Styn, Ian Heberle, RSL, Proxy David I'anson Voluntary Guides, Proxy
		Apologies	Cr Graeme Bylund
		Distribution	All

1. WELCOME & APOLOGIES

The Chair opened the meeting and welcomed all Committee members.
Cr Graeme Bylund noted as an apology.

David I'anson, Ian Heberle and Mayor Van Styn were present as observers.

T Ralph requested permission to record the meeting, approval was provided by the Chair following discussion regarding Standing Orders application.

2. MINUTES OF PREVIOUS MEETING

Committee Recommendation:

RECOMMEND that the minutes of the HMAS Sydney II Memorial Advisory Committee held on 14 December 2017 as a true and accurate record of proceedings subject to the following:
Item 5 be amended to read that the Motion was moved by TB and not DI (David I'anson)

CARRIED BY CONSENSUS

3. REVIEW AND UPDATE ACTION REGISTER

HMAS-046 to be marked as complete

HMAS-037 Ongoing. S Butler advised the address of the Corvettes has been obtained and a letter will be sent following this meeting.

4. CORRESPONDENCE

4.1 Incoming Correspondence

4.1.1 T Ralph tabled a letter of appreciation from the Voluntary Guides that thanked the City for the installation of three seats at the HMAS Sydney II Memorial. R McKim confirmed a copy of the letter was sent to all Councillors.

4.1.2 Incoming Correspondence Log was reviewed and confirmed. This included discussion on the change to the recommended proxy of the Naval Association.

4.2 Outgoing Correspondence

The Outgoing Correspondence Log was reviewed and confirmed.

4.3 New Correspondence

4.3.1 Mayor Van Styn relayed to the Committee the phone conversation held between the Mayor, CEO and Hon Peter Tinley, Minister for Veteran's Affairs, prior to the meeting.

Of note, if all parties can agree on a concept, the Minister is willing to support an application to Lotteries West or other bodies to assist with funding, as a referee for the proposal, including a written letter of support.

5. MEMORIAL COMMUNITY MANAGEMENT, MARKETING & PLANNING (TOR, Item D)

5.1 Public Facilities Status

Discussion regarding Mayor Van Styn's conversation with Hon Peter Tinley and the Minister's support of facilitating a design solution agreeable to all. The Chair proposed a meeting be held between the Committee, Minister and Smith Sculptors; however, a design brief must first be developed.

Committee Recommendation:

1. C Lee, on behalf of the CEO, contact Smith Sculptors to discuss development of a suitable design brief for the development of appropriate public facility options;
2. C Lee, following discussion with the Smith Sculptors, will report the outcome to the Chair, who will contact the Committee;
3. City officers commence making arrangements for a meeting of the Committee with Hon Peter Tinley.

CARRIED BY CONSENSUS

Cr Colliver proposed the subsequent recommendation:

Committee Recommendation:

That the HMAS Sydney II Memorial Advisory Committee acknowledge and thank the Honourable Peter Tinley's for his offer in assisting with the facilitation of the public facilities design. Advise that the Committee accept this offer, and will be in contact in the future to arrange a meeting.

CARRIED BY CONSENSUS

At 5.03pm R McKim left the meeting.

6. GENERAL BUSINESS

6.1 Appointment of External Representatives to the Committee

Appointments noted and confirmed as follows:

Rotary Club of Geraldton,
Trevor Beaver, representative
Kaylia Broad, proxy
Geraldton RSL
Stephen Butler, representative
Ian Herberle, proxy
Voluntary Tour Guides
Trevor Ralph, representative
David l'anson, proxy
Naval Association
Peter Jones, representative
Ian Holthouse, proxy

6.2 Appointment of the HMAS Sydney II Memorial Warden and Sub Warden

Warden was determined at the Ordinary Meeting of Council on 23 January 2018.
Don Rolston, Warden, and Stephen Butler, Sub Warden

6.3 Review of Procedure – Appointment of Warden and Sub Warden

The Chair advised that for reasons of good governance, future nominations must be advertised to the public. The nomination process must also allow adequate time for the Committee to consider nominations and make recommendation to Council, to ensure the Warden is in place for the ceremony on 19 November each year.

Noted that the decision has previously been made at the October Ordinary Meeting of Council each year.

Cr Colliver proposed the following:

Committee Recommendation:

- 1. In 2018, the nomination process will commence in July by publicly advertising the position of Warden.**
- 2. The recommendation for Warden will be made to Council at the September Ordinary Meeting.**
- 3. That the appointment for Warden from 19 November 2018 be for a period of two (2) years.**

CARRIED BY CONSENSUS

6.4 Frequency of Future Meetings

The Chair confirmed that the Committee was required to meet a minimum of four (4) times per year, with further meetings held as required.

At 5.17pm Mayor Van Styn left the meeting.

6.5 Updated Contact Details

M Engstrom will contact all Committee members to verify their correct contact details.

HMAS Sydney II Memorial Advisory Committee Extraordinary Meeting

Meeting Name	HMAS Sydney II Memorial Advisory Committee	Meeting No.	2/2018
Meeting Date	Wednesday 18 April 2018		
Meeting Time	08.30am to 9.00am		
Venue	City of Greater Geraldton Civic Centre, Committee Meeting Room		
Attendees	Cr Michael Reymond	Chairperson	By Invitation
	Cr Natasha Colliver	Councillor	Apologies
	Cr Lewis Freer	Councillor	Spike Jones Naval Assoc. David Emery Manager, City
	Cr Graeme Bylund	Councillor	Distribution
	Don Rolston	Warden	All
	Ian Holthouse	Naval Assoc.	
	Trevor Ralph	Voluntary Guides	
	Stephen Butler	RSL	
	Trevor Beaver	Rotary	
	Chris Lee	Director, City	
	Ebony Enright	Support Staff, City	

1. WELCOME & APOLOGIES

The Chair declared the meeting open at 08.35am and welcomed all members.

2. SMITH SCULPTORS FEE PROPOSAL

The Chair introduced the single agenda item – Fee Proposal from the Sculptors.

The Chair identified the objective of the meeting is to acknowledge the proposal and progress the project as soon as possible.

Query from Cr Bylund: Is the proposal required to be advertised publicly, in order to follow due process? Chris Lee to query with City’s Procurement and Risk Team.

Outcome: Chris Lee advised the Chair on the afternoon of 18 April 2018 that ‘I have discussed the attached Proposal from Smiths Sculptors with our office of Procurement & Risk as requested. I am pleased to confirm that as the proposal is for less than \$1000 (pro bono offer of \$0.00) there is no requirement to approach market and seek additional quotations for this service’.

Committee Recommendation

Support the pro-bono Smith Sculptors proposal, and progress preparation of conceptual plans for the HMAS Sydney II Memorial public facilities in accordance with the criteria, as tabled.

Moved Trevor Beaver, **Seconded** Steve Butler

3. MEETING CLOSE

Meeting closed at 8.50am.



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Juggernaut Holdings Pty Ltd. Trustee as Aisling Trust trading as Smith Sculptors
www.smithsculptors.com e-mail joan@smithsculptors.com
ABN - 1104 0389 967

Chris Lee

4th April 2018

Director Infrastructure Services

City of Greater Geraldton

PO Box 101 Geraldton WA 6531

Re: HMAS Sydney II Memorial Mt. Scott Geraldton:
Design and Fee Proposal for Public Facilities based on the criteria as set out in the Design Brief discussion 16 February 2018 and record of phone conversation, thereof, between Chris Lee and Smith Sculptors:

Dear Chris,

As requested and agreed we have set out the scope for our Design for the above including formal fee proposal, below, in accordance with the criteria required by the City of Greater Geraldton and the HMAS Sydney II Memorial Advisory Committee, as advised by you.

This project scope also adheres to the principles as set down in the Memorial Conservation Framework and the ethics set out previously by Rotary, proponents of the HMAS Sydney Memorial at Mount Scott and the commitment of ourselves to Rotary philosophy in respect of the Memorial, keeping in mind the status of the Memorial as "A Memorial of National Significance".

Project Scope:

Smith Sculptors to design, including the considerations as set out below :

- **2 X base design options for a public facilities building:**
- 1 at ground level, built into the hill
- 1 at ground level, free standing.

N0.1) 2 X project cost options for consideration- \$350k and \$700k

N0.2) 2 X layouts to be produced for consideration for the 2 X base options.

No.1 that considers the provision of a toilet and Geraldton Voluntary Tour Guides Association facility, only.

No.2 that provides a toilet and Geraldton Voluntary Tour Guides Association facility, plus suitable accommodation and "public communal space" option, all based on the above budgets.

- Minimisation of future maintenance to be considered for all options.
- CPTED principles to be adhered to for all options.
- Site locations to be considerate of cost effective connections to existing services.
- Site visit: visit to Geraldton, if required.

Deliverables:

- 4No. conceptual plans including elevations and cross sections.
- 3D colour rendition-photo montage.
- Bill of Quantities.

Fee Proposal for all the above: \$000.00

Yours sincerely,

Charles Smith & Joan Walsh-Smith

7. NEW BUSINESS

- 7.1** D Rolston acknowledged the good relationship that exists between the Warden, D Emery, the City Precinct team and the City. City officers are very prompt in processing maintenance requests that arise at the HMAS Sydney II Memorial site. D Rolston also wanted it to be noted how fantastic the gardens were looking at the site.
- 7.2** The Chair thanked the Tour Guides for the tremendous work they have been doing, in particular with all the cruise ships visitors to Geraldton. Cr Colliver supported these comments.
- 7.3** Cr Freer acknowledged D Rolston's extraordinary knowledge of the Memorial and questioned how this could be captured. Comment recorded for future discussion.
- 7.4** T Beaver raised earlier in the meeting that the minutes from the HMAS Sydney II Memorial Advisory Committee meetings are too brief. R McKim advised that the City standard is to record actions and decisions, not conversations.

8. DATE OF NEXT MEETING

Next meeting will be on Monday, 7 May 2018 at 4pm.

9. CLOSE

There being no further business, the meeting closed at 5.41pm.

HMAS SYDNEY II MEMORIAL ADVISORY COMMITTEE - ACTION LOG

Item No.	Meeting Date	Agenda Item Reference	Recorded Action	Responsible Person	0
HMAS-037	14/03/2017	6. General Business *added 13/6/17	Committee would like to honour the group 'Corvettes' request to develop and install a plaque at the HMAS Sydney II Memorial Site, this plaque would be placed next to existing plaque. SB to liaise with group	SB	Ongoing
HMAS-047	12/02/2018	5.1 Public Facilities Update	Chris Lee, on behalf of the CEO, contact Smith Sculptors to discuss development of a suitable design brief for the development of appropriate public facility options.	Chris Lee	
HMAS-048	12/02/2018	5.1 Public Facilities Update	Chris Lee, following discussion with the Smith Sculptors, will report the outcome to the Chair, who will contact the Committee.	Chris Lee	
HMAS-049	12/02/2018	5.1 Public Facilities Update	City officers commence making arrangements for a meeting of the Committee with Hon Peter Tinley.	Chris Lee	
HMAS-050	12/02/2018	5.1 Public Facilities Update	That the HMAS Sydney II Memorial Advisory Committee acknowledge and thank the Hon. Peter Tinley for his offer in assisting with the facilitation of the public facilities design. Advise that the Committee accept this offer, and will be in contact in the future to arrange a meeting.	Chris Lee	
HMAS-051	12/02/2018	6.3 Appointment of the Warden and Sub-Warden	<ol style="list-style-type: none"> In 2018, the nomination process will commence in July by publicly advertising the position of Warden. The recommendation for Warden will be made to Council at the September 2018 Ordinary Meeting. That the appointment for Warden from 19 November 2018 be for a period of two (2) years. 	Chair	

HMAS SYDNEY II MEMORIAL ADVISORY COMMITTEE - INCOMING CORRESPONDENCE LOG - 2018

TRIM REF	DATE	AUTHOR	SUBJECT
D-18-015672	23-Feb-18	Don Rolston	Email re Roll of Honour - correction of spelling for Rex Allan Kearnan
D-18-018020	02-Mar-18	Giudice & Barndon	Quote for correction of spelling
D-18-021730	17-Feb-18	Mary I'anson	Minutes of External Committee Members - 16 February 2018

HMAS SYDNEY II MEMORIAL ADVISORY COMMITTEE - OUTGOING CORRESPONDENCE LOG - 2018

TRIM REF	DATE	AUTHOR	SUBJECT
D-18-014168	20/02/2018	Ross McKim, CEO, for the City of Greater Geraldton	Acknowledgement and thanks for offer in assitang with the facilitation of the public facilities design and that the Committee accept the offer, to the office of Hon. Peter Tinley

HMAS SYDNEY II MEMORIAL ADVISORY COMMITTEE - PUBLIC FACILITIES CORRESPONDENCE LOG - 2018

TRIM REF	DATE	AUTHOR	SUBJECT
D-18-004843	19-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from WA Museum
D-18-005913	22-Jan-18	Western Australian Museum	Reply regarding view on HMAS Sydney II Memorial public facilities from WA Museum
D-18-003635	15-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Geraldton City RSL
D-18-009571	15-Jan-18	Geraldton City RSL	Reply regarding view on HMAS Sydney II Memorial public facilities from Geraldton City RSL
D-18-005003	15-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Geraldton Voluntary Tour Guides
D-18-005005	15-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Naval Association
D-18-006923	19-Jan-18	Naval Association of Australia	Reply regarding view on HMAS Sydney II Memorial public facilities from State President, Naval Association of Australia
D-18-008373	01-Feb-18	Naval Association of Australia	View on HMAS Sydney II Memorial public facilities from National Preident, Naval Association of Australia
D-18-009551	06-Feb-18	Commodore Bob Trotter OAM	View on HMAS Sydney II Memorial proposed public facilities from Bob Trotter OAM
D-18-005006	15-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Rotary Club
D-18-008311	01-Feb-18	Rotary Club of Geraldton	Reply regarding view on HMAS Sydney II Memorial public facilities from Rotary Club , and Minutes of Rotary Meeting held 24-Jan-2018
D-18-005340	22-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Hon Peter Tinley AM MLA, Minister for Veteran's Issues
D-18-004883	19-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking view on HMAS Sydney II Memorial public facilities from Disability Service Commission
D-18-008857	02-Feb-18	Disability Service Commission	Reply regarding view on HMAS Sydney II Memorial public facilities from Disability Service Commission
D-18-001823	09-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Request Australian War Memorial Committtee assume management of HMAS Sydney II Memorial site to Hon Brendan Nelson
D-18-005757	23-Jan-18	Hon Brendon Nelson	Reply regarding management of the HMAS Sydney II Memorial Site from Hon Brendan Nelson, Office of the Director Australian War Memorial
D-18-005786	23-Jan-18	Ross McKim, CEO, for the City of Greater Geraldton	Seeking advice on HMAS Sydney II Memorial public facilities from Hon Michael McCormack MP, Minister for Veteran Affairs
D-18-017188	22-Feb-18	J Colley, Foundation Engineering	Costings of public facilities - letter from J Colley, Foundation Engineering
D-18-019059	08-Mar-18	Naval Association of Australia	Rescinding of support for Council's decision on public facilities - letter from State President, Naval Association Assoc. WA
D-18-020905	14-Mar-18	Trevor Ralph	Water Corporation Site Map of HMAS Sydney II Memorial site - provided by Trevor Ralph
D-18-021749	16-Mar-18	Don Rolston, Warden	Regarding progress of brief for HMAS Sydney II Memorial public facilities - email from Don Rolston, Warden
D-18-021749	19-Mar-18	Chris Lee, Director, City of Greater Geraldton	Reply regarding progress of brief for HMAS Sydney II Memorial public facilities - email from Chris Lee, Director